M e n z F i t

Referral Partner Application

Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DSS Vendor: Yes \_\_\_\_\_ No \_\_\_\_

## Agency Mission

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is your agency/organization a for profit or non profit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Services Provided

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How long is your training program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of clients agency works with per year? \_\_\_\_\_\_\_\_ per month?\_\_\_\_\_\_\_\_\_

## What type(s) of training do your clients receive?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What population does your organization service? men\_\_\_\_\_\_\_ women \_\_\_\_\_ both\_\_\_\_\_

Age of your participants 16 – 25 \_\_\_\_\_\_\_ 26 – 35 \_\_\_\_\_ over 35 \_\_\_\_\_\_

What ethnic groups do you serve? African American \_\_\_\_\_\_\_ Hispanic \_\_\_\_\_\_ White \_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please specify)

Which of the following best describes the reason for the population served? alcoholism \_\_\_\_\_\_\_ incarceration \_\_\_\_\_\_\_\_\_ welfare-to-work \_\_\_\_\_\_\_\_\_\_\_

other \_\_\_\_\_\_\_

Number of clients you anticipate referring to MenzFit \_\_\_\_\_\_\_\_\_\_ Industries targeted for employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Does your organization offer graduate/retention services? If yes, please describe these services and length of time you provide them for each client. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What type of assistance can you provide MenzFit?

Volunteers Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_ Fundraising opportunities Yes\_\_\_\_\_ No\_\_\_\_\_\_ Others? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Please provide information about successes within your program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_





REFERRAL AGENCY AGREEMENT

**MenzFit** requests that all referral agencies meet the following **six** requirements in order to remain a partner agency in good standing, fully benefitting from the partnership, and contributing to the stability and effectiveness of MenzFit.

Referring Agency, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agrees to:

1. Make appropriate referrals as outlined in referral guidelines provided and comply with the guidelines;
2. Designate one staff person as primary contact for the Referring Agency and notify MenzFit in writing about any changes in information;
3. Provide MenzFit with follow-up information on referrals (i.e. address, phone number, place of employment and position);
4. Attend referral partner Annual Meeting;
5. Inform all clients of MenzFit's mission and encourage them to participate in our Career Development (CD)Program;
6. Promote MenzFit in publications and newsletters and website if possible.

**MenzFit Inc. agrees to:**

1. Provide each Referring Agency a copy of the signed agreement;
2. Provide one interview appropriate outfit to each client for his interview and one outfit after he obtains employment. Additionally, we will provide a casual day outfit to each man as part of our CD program;
3. Keep all follow-up information provided by the client and referral agencies confidential;

**Understood and agreed to:**

Referring Agency

Executive Director

(print) (signature)

Agency Contact

MenzFit

***Rhonda E. Willingham***

Founder & President (date)

**MENZFIT**

***MenzFit provides professional clothing to low-income men seeking employment***

**1500 Walnut Street ~Suite 1306**

**Philadelphia, PA 19102**

**[referrals@menzfit.org](mailto:info@menzfit.org)**

**[www.menzfit.org](http://www.menzfit.org)**

**Thank you in advance for your cooperation!**

**"changing lives families and communities”**

**GUIDELINES**

Referral Partner

## Responsibility/Operations

* Email client referral form to [referrals@menzfit.org](mailto:referrals@menzfit.org) at least 48 hours in advance of the client’s scheduled interview. Once received, MenzFit will contact you to schedule the appointment.
* Clients must bring their **signed** client referral form with them to their appointment in order to be suited.
* Clients are **not** to contact us for an appointment and should arrive no earlier than **15 minutes before their appointment.**
* There is a **$10 no show fee** (charged to the referring agency) for clients that miss their appointment without prior notice.
* **Clients must have a scheduled interview, be in the interviewing process and be job ready to receive our services!**

**Clients will not be suited if:**

* They arrive more than 15 minutes late, without just cause.
* They do not show up without calling in advance.
* They arrive with friends, family or children.
* They do not have a scheduled appointment.

## Hours of Operations

* Monday No Suiting Services
* Thursday 10:00 p.m. - 4:00 p.m.
* Friday No Suiting Services

1. **Referral Partner Membership Options**

**1 - 5 Clients per month- No Membership Fee**

**Tuxedo Membership – $750**

Participation Benefits:

**Full Access to Interview Preparation and Suiting Program**

* Two appointments for interview clothing:
* The Initial Interview - Suit, Shirt, Tie, Belt
* Once Employed – Suit *(if job requirement)* or Business Casual Outfit *(slacks, shirt, sport coat, tie, belt)* Proof of employment required.
* Accessories Provided: Shoes, Socks, briefcase, cuff links, overcoat *(when available and applicable)*
* Amenities
* Unlimited client referrals
* All appointments scheduled within 24-48 hours
* Up to 5 emergency appointments per month

**Career Development Workshops and Financial Literacy Services**

* Amenities
* Upon completion of Workshop Series I & II, clients receive 3 casual day outfits *(slacks, khakis, shirt, socks).*
* Certificate of completion
* Participants receive 10% discount on MenzFit’s monthly clothing sale

**Business Suit Membership – $500**

Participation Benefits:

**Interview Preparation and Suiting Program**

* Two appointments for interview clothing:
* The Initial Interview - Suit, Shirt, Tie, Belt
* Once Employed – Suit *(if job requirement)* or Business Casual Outfit *(slacks, shirt, sport coat, tie, belt)* Proof of employment required.
* Accessories Provided: Shoes, Socks, briefcase, cuff links, overcoat *(when available and applicable)*
* Amenities
* Up to 10 client referrals per month
* All appointments scheduled within 48 hours
* Up to 2 emergency appointments per month
* Participants receive 10% discount on MenzFit’s monthly clothing sale

**Career Development Workshops and Financial Literacy Services**

* Amenities
* Upon completion of Workshop Series I & II, clients receive 1 casual day outfit *(khakis, shirt, socks).*
* Certificate of completion

**Casual Membership – Annual Fees: $250**

Participation Benefits:

**Interview Preparation and Suiting Program**

* Two appointments for interview clothing:
* The Initial Interview - Suit, Shirt, Tie, Belt
* Once Employed – Suit *(if job requirement)* or Business Casual Outfit *(slacks, shirt, sport coat, tie, belt)* Proof of employment required.
* Accessories Provided: Shoes, Socks, briefcase, cuff links, overcoat *(when available and applicable)*
* Amenities
* Up to 5 client referrals per month
* All appointments scheduled within 72 hours
* No emergency appointment

**Career Development Workshops and Financial Literacy Services**

* Amenities
* Upon completion of Workshop Series I & II, clients receive 1 casual day outfit *(khakis, shirt, socks).*
* Weekly workshop incentives (*gift cards, movie and museum tickets, Septa tokens, etc. when available)*
* Certificate of completion

**Personal Membership – Annual Fee: $100/person**

On your own? No Referring Agency? But still need assistance with your employment needs. This membership is for you! (*Example: men in entry-level positions, college students, men undergoing self-directed job searches*)

Benefits:

**Interview Preparation and Suiting Program**

* Two appointments for interview clothing:
* The Initial Interview - Suit, Shirt, Tie, Belt
* Once Employed – Suit *(if job requirement)* or Business Casual Outfit *(slacks, shirt, sport coat, tie, belt)* Proof of employment required.
* Accessories Provided: Shoes, Socks, briefcase, cuff links, overcoat *(when available and applicable)*
* No emergency appointments
* Mock Interview Events (1)
* Participants receive 10% discount on MenzFit inventory sale

**Career Development Workshops and Financial Literacy Services**

* Amenities
* Upon completion of Workshop Series I & II, clients receive 1 casual day outfit *(khakis, shirt, socks).*
* Weekly workshop incentives (*gift cards, movie and museum tickets, Septa tokens, etc. when available)*
* Certificate of completion

**PROGRAM SERVICES**

**Interview Preparation and Suiting Program**

MenzFit provides each client with one suit when he has a scheduled interview and a second suit when he gets the job. As an incentive to participate in our support services seminar program, each man receives a casual day outfit. These men have shown initiative by attending and graduating from job training programs, but they have difficulty getting decent work due to the lack of business clothing. Volunteers help guide the client through the process of selecting an appropriate outfit for his upcoming interview.

Volunteers and staff explore any concerns or anxieties the client may have regarding his upcoming job interview and discuss the work environment and corporate culture in which the interview will take place. The client is given time to discuss any concerns that he may have and explore issues that may represent barriers to possible employment. The volunteer offers concrete tools to overcome these barriers, reviews the clients’ resume for accuracy and, upon request, spends time coaching the client on successful interviewing techniques. This component of the program lasts approximately 30 minutes.

**Career Development (CD) & Financial Literacy Workshops**

The CD program is designed to eliminate barriers to employment for low-income men by helping them increase their marketable skills and broadening their awareness of and access to career opportunities. Additionally, the CD program is held to give men the confidence and support they need to see themselves as productive and positive members of society.

# All workshops are held Weekdays, 5:30pm – 7:00pm and focus on issues that can increase job retention and promotion, as well as help men adapt to their new jobs. Topics included in Seminar Series I & II are listed below.

**Workshops for Series I Workshops for** **Series II**

Attitude: The Secret to Success! Workplace Dynamics: Office Politics

Business Communications Find More Time: Time Management

Putting Your Best Suit Forward Find More Time: Time Management II

Smooth Operator: Business Etiquette Stress Management I

Diversity: Expanding Awareness Stress Management II

Interview with Ease: Techniques & Tips Career Advancement

Interview with Ease: Mock Interviews A Healthy Man

Fatherhood

Awards Program

Financial Literacy Workshops MenzFit has partnered with Wells Fargo to host a series of financial workshops. Topics covered include: *On Your Own, Banking 101, and Budgeting, and Understanding Your Credit.*

**2016 Referral Partner Membership** Invoice

**Select Referral Partner Membership Option (per year)**

* Government Agency $2,500 per year
* Tuxedo Membership - Non-profit ($750)
* For Profit Businesses - $1,500 per year
* Business Suit Membership – Non-profit ($500)
* Casual Membership – Non-profit ($250)
* Personal/Individual Membership $100 per person

**Name of Program/Agency/Organization**

**Address/Location**

**City State Zip**

**Phone Fax Website**

**Primary Contact Name Email**

**Executive/Program Director (REQUIRED) Title Email**

**Executive/Program Director’s Phone Executive/Program Director Fax**

Credit Card Information Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exp. Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return this form and your check to:

**MenzFit**

1500 Walnut Street

Suite 1306

Philadelphia, PA 19103

215.845.5904